Animal Aid
Charitable Trust

Pharmacy/Stock Manager

About the organisation and department

The mission of Animal Aid Unlimited is to rescue and treat the un-owned street animals of India who have become ill or injured, and through their rescue inspire a community to protect and defend the lives of all animals.

We operate one of India's most active rescue services, responding to more than 50 calls on our helpline every day and involving thousands of Udaipur residents in the process of rescuing street animals every year. Our hospital and sanctuary (located in Badi, 10km from Udaipur) house a total of more than 600 animals (dogs, cows, donkeys, cats and other animals).

The department is responsible of the stock: assessing needs, ordering supplies, actively searching for new/alternative items, keeping inventory records, managing the processing and return of defective items, and devising ways to reduce inaccurate inventory reporting and theft.

Designation – Pharmacy/Stock Manager

Reports to – Top management

Number of positions - 1

General purpose of the role

A successful stock manager is a reliable professional with excellent record-keeping and organizational abilities. The main role of this position will be to ensure the centre always has the necessary stock and medicine available. This includes constantly monitoring the level of supplies, developing and maintaining an inventory tracking systems, searching for the best price-quality materials, ordering and organizing stock, and performing regular analysis and submitting the monthly reports of the department.

The person is responsible for monitoring the quality, safety and the use of medicines and other stock, requiring a high level of involvement and interaction with different people. The Manager is responsible for, and supervises the work of the pharmacy assistant and the stock assistant.

Key area of responsibility

1. Ensure the centre always has the necessary stock and medicine available.
2. Ensure stock and medicine are correctly stored and organized, easy to find and access depending on the frequency of their use.
3. Ensure the minimum inventories are being maintained in all areas at all times.
4. Develop a system to maintain the minimum stock of medicines and drugs in different areas of the hospital, including regular physical verification.

5. Cross verify information about the animals treated in each area and medicines and other general stock items being used by the rescue team and other areas like A Kennel, Cattle Area etc.
6. Make sure the stock of medical instruments and oxygen cylinders is being maintained.
7. Make sure that we are following the upkeep and maintenance including cold chain protocol for vaccinations.
8. Planning, implementing or maintaining procedures for labelling medicines going to each area to ensure safety, security and proper disposal.
9. Complete pharmacy's operational requirements by organizing work flow; labelling, order entries, purchasing, and inspections.
10. Maintain the inventories and pharmacy data. Create regular reports, graphs & charts to show the monthly variation with analyses.
11. Liaising with Accountant.
12. Advising management on the selection of medication brands, medical equipment, supplies and general stock items. Analyse different suppliers to obtain the best cost-effective deals.
13. Perform daily analysis to predict potential inventory problems.
14. Train and handhold the subordinate in his/her work.

Experience, education and skills
1. Master degree in Business Administration or Commerce with at least 3+ years of experience.
2. Must be able to work on MS office, with an excellent command of Excel.
3. Knowledge of inventory management software is a plus, learn quickly how to use is a must.
4. Must be able to communicate in English.
5. Any experience with animals (volunteer, neighbourhood animals, etc) is a plus.

Personal attributes
1. High integrity and honesty, take complete end to end ownership of the work.
2. Proactive and organized, attention to detail.
3. Problem-solving and ability to think critically.
4. Comfortable around animals.